

**MINUTES OF PUBLIC MEETING OF THE
ARIZONA GEOGRAPHIC INFORMATION COUNCIL
OF MEETING
AUGUST 9, 2007**

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A public meeting of the Arizona Geographic Information Council was convened at 10:35a.m. on Thursday August 9, 2007 at the Prescott Resort and Conference Center, 1500 Hwy 69., Prescott, AZ 86301. Present at the meeting were the following members or designees of the Arizona Geographic Information Council:

Timothy Smothers, League of Arizona Towns and Cities
Kevin Blake, Northern Arizona Geographic Information Forum
Brian Brady, Yuma Regional Geographic Information Systems
Dave Minkel, National Geodetic Survey
Candace Bogart, US Forest Service
Tom Sturm, US Geological Survey
Keith Larson, Natural Resource Conservation Service
Lee Harbors, Arizona Professional Land Surveyors Assoc.
Howard Ward, Terra Systems Southwest, Inc.
Adam Iten, Dept. of Administration
Tom Tyndall, AZ. State Parks
Jana Hutchins, AZ. State University
Carol Warren, Dept. of Education
Victor Gass, Dept. of Environmental Quality
Nicole Brown, Game and Fish Dept.
Leland Dexter, Northern Arizona State University
Sharon Nicholson, Dept. of Public Safety
Chris Newton, AZ Dept. of Health
Gene Trobia, State Cartographer's Office
Gary Irish, State Land Dept.
Jami Garrison, Dept. of Transportation
Jessica Smothermon, Arizona Dept. of Commerce
Boyd Larkin, AZ. Dept. of Revenue
Jason Howard, Maricopa Association of Governments
Lucas Murray, AZ Dept of Economic Security

Absent were:

Lee Allison, Arizona Geological Survey
Dena Gambrel, Dept. of Water Resources
Craig Wissler, University of Arizona
Rodney Hampton, Arizona Assoc. of Counties
Manny Rosas, Pima Assoc. of Governments
Chris English, US BIA
Jackson Johnson, US BLM

The following matters were discussed, considered, and decided at the meeting:

- I. Call to Order. The council was called to order at 10:35 am by Tom Sturm, AGIC President. A Count of Board Members established that a quorum was present (see list of Board members and designees in attendance).
- II. Budget Update. Gary Irish reported on the AGIC budget (see attached AGIC Budget Summary). Gary handed out a budget summary and expense report. This was the budget report for the end of fiscal year 2007, which ended June 30, 2007. Total revenue, year to date, is \$38,050, of which \$8,050, was from dues paid by AGIC members this past year. Notices for dues for this fiscal year will be distributed at the next meeting. Total expenses, year to date, is \$3,105. Current balance is \$45,748. The conference balance stands at \$40,274. This is incomplete however since the conference is going on now and this figure only includes some revenue and some expenses. The hotel facility expenses are not available for inclusion at this time. There was a motion and second to approve the budget. No discussion. Budget approved unanimously.
- III. Approval of the minutes of the May 2, 2007 Board meeting. There was a motion and second to approve the minutes. Minutes approved.
- IV. Committee Reports:
 - A. Administrative and Legal Committee
 - i. APLS Geospatial Committee Update

Tim Smothers reported that there are a series of forums going on in the State to discuss issues of roles and responsibilities for professional practice between surveyors and GIS practitioners through the Arizona Professional Land Surveyors Association Geospatial Organization. The first of these forums was held in Peoria on July 13. A second forum will be held on Thursday at the Conference. A third forum will be held in Tucson on August 24 at the Pima Association of Governments offices. The APLS Geospatial Committee was tasked to write a white paper in response to an inquiry to the Arizona Board of Technical Registration regarding the use of (via non-registrants) GPS equipment to map water meter infrastructure locations in Yuma. The White Paper is currently being written in three parts. The first section is currently available as a draft document. The second section will summarize the forums that are being conducted. The third section will include recommendations to the APLS Board for consideration to present to the appropriate Board of Technical Registration committee. The draft paper is available for viewing on the State Cartographer's Office website. (sco.az.gov)
 - ii. AGIC Intern Proposal to the Board

During the admin and legal meeting of July 11, the subject of obtaining an intern was discussed at length. The SCO office would like to obtain an AGIC intern. Tim explained that this position would be available to assist

in putting together an update to the Mapping Arizona document (for 2008) and work on strategic and business plan development through the course of next year.

Motion: To have Arizona State Land Department hire an AGIC intern, managed through the State Cartographer's Office and funded by AGIC, focusing on work plan development and updating Mapping Arizona in 2008. Funding not to exceed \$10,000. The motion was seconded and discussion ensued. Howard Ward, Tom Sturm, Gary Irish, Gene Trobia, and Tim Smothers discussed the time period involved. This will be a funding limited, not time limited, position. It will be a part-time position at 15 to 20 hours per week the position would last approximately one year. Tim Smothers and Jana Hutchins mentioned the need to move quickly on advertising and filling the position because student positions are already being posted and filled now that the school year will begin within a couple of weeks. Tom Sturm asked about reporting and accountability issues. Will there be a list of responsibilities for the intern that is available to the Board? How will expenditures for the position be processed and documented? Gene Trobia, Tim Smothers, and Gary Irish responded that the duties will be straightforward and documented. Expenditures will be documented throughout the AGIC budget report. At the end of discussion the motion was passed unanimously.

iii. NSGIC Items

a. NSGIC Conference Attendance

Tim Smothers reported that AGIC has funded the attendance of the president and president elect at the annual conference which will be held this year at the end of September in Madison, WI. Gene Trobia and Tim asked the board to continue to support this and add funding for the president to attend the NSGIC mid-year conference that is held every March in Annapolis, MD. Gene went on to explain that the annual conference focuses on state activities and the mid-year focuses on Federal activities and provides the opportunity for attendees to visit congressional offices. There is significant value to making the visits and interacting with colleagues from different states and Federal agencies. Tom Sturm mentioned that his expenses for travel to NSGIC will be paid for by the USGS so AGIC will only have to fund the expenses of the president-elect to attend the annual conference this year. Candace Bogart asked if there has been a problem with people getting funding from their own organizations to attend. Tom Sturm replied that many state and local government people cannot get approval for out-of-state travel.

A motion was put forward to support for AGIC to fund travel expenses for the AGIC president or a designee to attend the national conference and midyear conference, the designee must first attempt to secure

funding through their organization. Funding is subject to state travel restrictions. The motion passed unanimously.

b. Membership to NSGIC as a Council

Gene reported on the benefits of council-level membership in NSGIC. Current membership in NSGIC is for the State Cartographer only. Council-level membership would be less expensive than multiple individual memberships and would promote more active involvement in the organization by the Council. Every year the president is the state representative to NSGIC. There is a lot of value in NSGIC. We owe our state imagery to NSGIC involvement. Gene recommended that the council consider Council level membership. The item will be discussed, with a potential motion to approve the expense, at the next Board meeting.

iv. 2008 Board Elections

Tim Smothers stated that the Board will have elections for a new President-Elect and Secretary at the November meeting. Tim Colman will help with sending out appropriate announcement e-mails. Tim Smothers mentioned that Board members need to submit nominees for the offices by October 1, 2007.

B. Data Resources

i. Arizona Imagery Project

Tom Sturm reported that imagery acquisition for the National Agricultural Imagery Program (NAIP) 2007 AZ project was completed by the beginning of July. There was a lot of work put into the acquisition of control for the project. The State Cartographer's Office awarded a contract for the acquisition of control to provide to the NAIP vendor. This worked out very well. A second phase of control acquisition for use by the US Department of Agriculture for quality control and accuracy testing is nearly complete. This effort mostly involved the gathering of existing sources of information, largely from Federal sources. Acquisition of a couple of additional points is underway in Gila County.

ii. Report on proposed workshop activities

Gene Trobia reported that this undertaking is in support of an overall Committee objective to develop business plans for a few high priority datasets. USGS gave the SCO a grant to assist with workshop development. The State Cartographer's Office plans to hire a vendor for this effort and the work will be similar in scope to what was done in California last year.

Tom Sturm – workshops will be coordinated with the outreach committee.

iii. AZ Height Modernization Program

Dave Minkel reported that there was a meeting with the AZHMP advisory

team to discuss where to go with Height Modernization funding. The team finally got the procurement with GNSS in place and realized a \$100K savings from the planned costs. The purpose of the team meeting was to decide how to redirect the money. The team recommended seven \$10K mini-grants for Height Mod surveys. Folks are to give us a proposal for Height Mod and it will be scored against other proposals; the grants are meant to be seed money to build partnerships. The AZHMP GNSS equipment contract (a forty-two percent discount) is available for people who wish to buy off the contract if the equipment will be used as part of the AZHMP base station network. The last partnership opportunity is to get one of the 9 GNSS base stations the AZHMP bought. One will be located in Page, AZ, but the other 8 need homes. We have documents on the AGIC website for all three partnerships we've defined with the 2006 Height Mod money. Also, Dave is developing two workshops for AZHMP; having local APLS Chapters host these workshops is being investigated.

C. Technology Committee

Gary Irish – The committee wasn't able to meet in the last quarter. The primary focus of the committee however will be to look at coordination methods for GIS services. The AGIC geodata portal is operational for bulk data download. If anyone is interested in contributing data or utilizing the portal for that purpose please let Gary know. The committee will be looking to develop some prototype services and methods for accessing them.

D. Conference Committee

Jami Garrison gave a report on the conference. As of the meeting, attendance is 234. Overall, things are going well.

E. Outreach Committee

i. Discussion of AGIC/ASU Career Fest and request for Board support. Glenn Buettner reported that the internet mapping group will skip the next meeting and resume in spring. Budget - spend money on MEC conference - we won't participate in that??. AGIC ASU - career fest October 16 - last year was a good turnout. Would like some support to staff tables. Expenses under travel: Gene Trobia made the motion to approve spending \$250 for MEC support. Motion passes unanimously.

ii. AGIC Newsletter.

Glen reported that the quarterly newsletter is on list service if anyone wants to write an article. Tim Smothers reported that Jim Riedman has a difficult time getting information from board members, so please provide a short blurb.

iii. Executive Forum Working Group activities.

Adam Iten reported that he will be presenting with Gene Trobia and Tim Smothers at the Arizona League of Cities and Town Conference on Wednesday, August 29. The presentation is titled “Innovative Technologies to Deliver Public Services: GIS”. The presentation will discuss the benefits of GIS and data sharing, the use of GIS in 9-1-1, and AGIC’s role in identifying, facilitating, and accomplishing common statewide GIS goals.

iv. Discussion and proposal for outreach activities in rural Arizona.

Glen Buettner proposed conducting outreach to rural Arizona with a focus on getting information to existing user groups. There is a need for technical experts to present at these outreach events. Glen hopes agencies will provide travel for those participants the Outreach Committee requests attend an event. However, there is a need for supplemental support from board to support travel in case a requested presenter cannot gain their own funding. People who present and are funded will report back to the board. Adam Iten will look for members around the state when he is attending these user meetings. Motion: Seeks approval for Outreach Committee to reimburse travel cost, of invited speakers, to present at regional user group meetings. The total cost for all speakers is not to exceed \$2,000, and is subject to Arizona State travel rules. There was a discussion regarding control over how this is to be accomplished. Glen Buettner stated that the funds would only be available on a pre-approved basis, approved by the Chair of the Outreach Committee. Tom Sturm wants to make sure we coordinate with the Data Resource Committee since the Data Resource Committee will be doing similar things. Motions passed unanimously.

V. Comments, requests, and Items for Future Agendas

Tom Sturm – The next Board meeting will have elections for next year’s Board officers. Tim Smothers mentioned that the elections should only last about 15 minutes and will be part of the Administrative and Legal Committee Report. Tim reiterated that we need to submit nominations by September 21, 2007.

Howard Ward requested an item to discuss how to increase private sector involvement on the board. This may be discussed at the next A&L Committee meeting and brought back to the Board.

Lee Harbers brought up a need to discuss the issue of the credentials of regional groups and how they have standing in, or join, AGIC. He requested a discussion on this item in the A&L Committee report at the next Board meeting.

VI. Call to the Public

No Comments

- VII. Next meeting Time and Date
November 2nd, at the ADOT Human Resources Development Center,
1130 N 22nd Av, Phoenix, AZ. Time: 10:00 am
- VIII. Meeting adjourned at 12:00 Noon by motion and vote.